DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWING ONE INSTRUCTION 3710.13J

From: Commander, Training Air Wing ONE

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING PROGRAM (FIST)

Ref: (a) CNATRAINST 3710.13F
    (b) CNATRAINST 1550.6E
    (c) CNATRAINST 1542.160
    (d) CNATRAINST 1500.4G
    (e) COMTRAWINGONEINST 3710.7R
    (f) OPNAVINST 3710.7U

1. <u>Purpose</u>. To establish the Training Air Wing ONE (TW-1) FIST Program and set forth the mission and composition of the TW-1 Standardization Board per reference (a). References (b) through (f) determine performance standards and requirements of the TW-1 FIST Program. Reference (f) establishes requirements for Functional Check Flights (FCF), Naval Air Training and Operating Procedures Standardization (NATOPS) Check Pilots, and NATOPS Instrument Check Pilot qualifications. This instruction is a complete revision and should be reviewed in its entirety.

2. <u>Cancellation</u>. COMTRAWINGONEINST 3710.13H.

3. <u>Scope</u>. This instruction applies to all flight and flight support activities involved in the instruction of Student Naval Aviators (SNAs) assigned to TW-1. This instruction will govern all subordinate activities within TW-1 in their compliance with references (a) through (f).

4. <u>Discussion</u>. Flight operations and the training of Instructors-Under-Training (IUTs) and SNAs require a diligent and organized standardization effort in order to provide the highest quality training in the T-45C Total System Strike phase of the Naval Air Training Command. Through the consistent, predictable, and high quality training enabled by adherence to established guidelines and procedures TW-1 will continue to provide the finest quality aviators to the fleet and to our Nation. The TW-1 FIST program provides the framework by which that top-quality standardized training will be achieved.

5. <u>Responsibilities</u>

    a. CTW-1 shall:

        (1) Establish a FIST program per reference (a).

(2) Delegate responsibility for the training of IUTs to the Squadron Commanding Officers.

(3) Delegate the training of FCF pilots to TW-1 FCF Program Manager per references (a) and (h).

(4) Designate, in writing, the Peculiar-To-Aviation Training Publications (PAT Pubs) Officer, whose duties are prescribed in reference (a).

(5) Forward nominations for Course Curriculum Coordinator (CCC), CNATRA Stage Managers (SM), and CNATRA Course Managers (CM) to CNATRA (N315) when required.

b. TW-1 Standardization Officer shall:

(1) Comply with all requirements for a Wing Standardization Program set forth in reference (a).

(2) Monitor the TW-1 FIST program and recommend modifications as necessary.

(3) Ensure that subordinate squadrons comply with the letter and spirit of both the CNATRA and TW-1 FIST programs.

(4) Provide nominations for CCC and CNATRA Stage Managers to TW-1 as required.

(5) Preside over the TW-1 Standardization Board on a quarterly basis and report findings of subordinate activities to TW-1 and CNATRA (N71) in accordance with reference (a).

(6) Perform periodic evaluations of simulator instructors at a rate of no less than one per stage per year (reference (a), 1-2; pg. 6).

(7) Provide periodic "STAN Assist Visits" to each squadron at least once per quarter.

(8) Organize TW-1's preparation for the periodic CNATRA Stan Inspection and advise Squadron Standardization Officers and Squadron Executive Officers as to their squadron's readiness.

(9) Maintain the TW-1 Standardization Notes which shall be applicable to all squadrons in TW-1 and are not to be contradicted or superceded by any standardization notes prepared at the squadron level.

(10) Act as mediator between the squadrons when disagreement regarding method of training exists. Ensure that a conclusion is reached that is amenable to both squadrons, involving the chain-of-command as required.

(11) Ensure that the training provided at each squadron is standardized with the other such that on any given day an Instructor or Student could fly a training sortie at either squadron and notice no significant difference in the quality or method of training provided.

c. Squadron Commanding Officers shall:

(1) Establish a Squadron FIST Instruction in accordance with reference (a) containing amplifying procedures and policies regarding the conduct of Flight Instructor training and standardization at that squadron.

(2) Conduct the CNATRA and TW-1 FIST Programs in accordance with this instruction and references (a) through (f).

(3) Manage the command NATOPS Program for TW-1 staff aircrew.

(4) Ensure that CNATRA Stage Managers assigned to their squadron perform their duties in accordance with reference (a).

(5) Produce and certify the Squadron IP Qualification Matrix IAW reference (a).

(6) Designate, by their signature on the Squadron Instructor Pilot (IP) Qualification Matrix, all standardization ("S") instructors in accordance with reference (a).

(7) Provide to each squadron's Operations Duty Officer (ODO) a certified copy of the Squadron IP Qualification Matrix to be considered official for the purpose of flying with that squadron.

(8) Conduct the FCF Program and FCF Pilot Program per references (a) and (f). Request in writing, designation from the TW-1 Commander and document FCF designations in individual NATOPS Training Jackets (reference a, pg. 1-4; pg 15).

(9) Designate, in writing, Section and Division leader qualifications per references (a) and (i).

(10) Designate NATOPS and Instrument Check Pilots per reference (a) and (f).

d. TW-1 Operations Officer shall:

(1) Conduct an annual review of local course rules and make modifications as required.

(2) Conduct an annual review of the Naval Air Station (NAS) Meridian In-Flight Guide and make modifications as required. Ensure that enough copies of the In-Flight Guide are available to permit distribution to all TW-1 aircrew and other subordinate activities.

(3) Ensure the administrative procedures associated with attrition and grading practices are closely monitored and uniformly applied by subordinate activities.

(4) Ensure the requirements for Instrument Flight Qualifications reference (a) chapter 6 and reference (f) are met.

e. Squadron Operations Officers shall:

(1) Ensure the administrative procedures associated with attrition and grading practices are closely monitored and uniformly applied within the squadron. Ensure all IUT syllabus flights are conducted with qualified standardization instructors and in accordance with sequencing guidelines.

(2) Maintain on-hand stocks of T-45 Standard Operating Procedures (SOPs), TW-1 In-Flight Guides, and any other appropriate locally generated publications.

f. Squadron Standardization Officers shall:

(1) Administer their squadron standardization program IAW their squadron FIST instruction, this instruction and reference (a).

(2) Maintain a standardization library IAW reference (a) containing "hard-copies" of all applicable publications.

(3) Ensure that standardization personnel maintain Instructor Training Jackets precisely IAW reference (a).

(4) Update squadron standardization tests at least once annually and provide a copy to TW-1 STAN. Administer, grade, and file all squadron standardization tests.

(5) Provide inputs and feedback on standardization issues to TW-1 Standardization Officer. Ensure that all IPs comply with current TW-1 standardization policy (particularly Wing STAN Notes) and follow established procedure when a change is necessary.

(6) Forward to CTW-1 all requests for waivers within the Instructor Training Syllabus.

(7) Ensure all IUT events are conducted with appropriately qualified standardization instructors.

(8) Take all available measures to ensure that each IUT meets the appropriate "Time-to-Train" of 73 days. Time-to-Train begins at the beginning of ground school and continues until the IP's designation letter is requested less time for leave, med down, and Flight Instructor

Training Course (FITC). Advise Squadron Operations Officer, Squadron Commanding Officer, or TW-1 Standardization Officer as appropriate if Time-to-Train goals are not being met.

(9) Administer the TW-1 provided Course Rules Examination at least annually to all instructors.

(10) Conduct a squadron standardization board at least once quarterly and prior to the scheduled wing standardization board. Conduct the board IAW reference (a) and provide a copy of the minutes to the Wing Standardization Officer and Wing Standardization Board.

g. Squadron NATOPS Officer shall:

(1) Record Instructor, Section lead and Division lead designations in NATOPS Training Jackets.

h. TW-1 Standardization Board shall:

(1) Consist of those persons listed in reference (a).

(2) Meet at least once quarterly and provide the scheduled date of such meeting, no less than three weeks prior, to the squadron standardization officers.

(3) Meet to discuss standardization points-of-emphasis, clarify procedure, and resolve discrepancies between squadrons such that standardization (as defined in this instruction paragraph b (11) is maintained.

6. IP Interchangeability between TW-1 squadrons

a. As outlined above, a student or instructor should be able to seamlessly fly at either TW-1 squadron, VT-7, or VT-9, on a given day. To that end:

(1) Each squadron ODO must have a current and certified copy of the other squadron's FIST on display at the duty desk. That copy is to be considered as valid as the original for the purposes of scheduling and flying IPs.

(2) Each squadron should honor all qualifications on each other's FIST. A squadron may establish specific guidelines within its FIST instruction which limit the use of the other squadron's IPs (not flying initial IUT sorties with the other squadron's "S" instructors, for example).

7. Reports

a. Squadron Standardization Officers shall provide a certified copy of their squadron's FIST to the TW-1 Standardization Officer no later than the 2nd of each month.

b. Squadron Commanding Officers shall provide a monthly report of flight instructor grading trends to the TW-1 Standardization Officer including:

(1) Instructor Name

(2) Instructor's grading average for the month (per stage if available)

(3) Squadron's grading average for the month (per stage if available)

KEITH T. TAYLOR

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